

## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

### **JUNE 2014**

#### **Publication Scheme on information available under the Freedom of Information Act 2000**

The STEP Academy Trust Board of Directors is responsible for maintenance of this scheme.

#### **1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

#### **2. Aims and Objectives**

STEP Academies aim to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child;
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how we are pursuing these aims.

#### **3. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into seven broad topic areas:

**Who we are and what we do** - Organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it** - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**What our priorities are and how we are doing** - Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions** - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures** - Current written protocols for delivering our functions and responsibilities.

**Lists and Registers** - Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The Services we Offer** - Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

#### **4. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the STEP Academy Trust office by telephone, email, fax or letter. Contact details are set out below.

Email: [enquiries@lafontaineacademy.org](mailto:enquiries@lafontaineacademy.org)

Tel: 0208 353 4160

Contact Address: **La Fontaine Academy, Church Lane Bromley, BR28LD**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS)

If the information you are looking for is not available via the scheme you can still contact the STEP Academy Trust office using the details above.

#### **5. Paying for information**

Information published on our website or Fronter is free.

Single copies of information covered by this publication are provided free. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Payment may be requested prior to the provision of the information.

#### **6. Classes of Information Currently Published**

**Who we are and what we do** – Organisational information, locations and contacts, constitutional and legal governance.

**Information to be published (This will be current information only)**

- Academy Funding Agreement – a link to the document on the Department for Education’s website
- Academy Order (if applicable)
- Academy staff and structure – names of key personnel
- Local Governing Body – names and contact details of the governors and the basis of their appointment
- Academy session times, term dates and holidays
- Location and contact information – address, telephone number and website
- Contact details for the Headteacher and the Local Governing Body
- Academy Prospectus

**What we spend and how we spend it** – financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

**Information to be published (minimum of current and the previous two financial years accounts that have been filed with the Charity Commission and Companies House)**

- Annual budget plan and financial statements
- Capital funding – details of capital funding allocated to the Academy along with information on related building projects and other capital projects
- Additional funding – Income generation schemes and other sources of funding.
- Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.
- Staffing and grading structure
- Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.
- Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.

**What our priorities are and how we are doing** – Strategies and plans, performance indicators, audits, inspections and reviews.

**Information to be published – (current information only)**

- School profile – 1) Government supplied performance data  
2) OFSTED report – summary and full report
- Performance management information
- Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.
- Child protection – policies and procedures on safeguarding and promoting the welfare of children.

**How we make decisions** – decision making processes and records of decisions.

**Information to be published (current and previous three years as a minimum)**

- Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.
- STEP Academy Trust Board of Director and Local Governing Body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.

**Our policies and procedures** – current written protocols, policies and procedures for delivering our services and responsibilities.

**Information to be published (current information only)**

Academy policies including:

- Charging and remissions policy
- Health and Safety and risk assessment
- Complaints procedure
- Staff conduct policy
- Discipline and grievance policies
- Pay policy
- Staffing structure implementation plan
- Information request handling policy
- Staff recruitment policies

Pupil and curriculum policies, including:

- Home-school agreement
- Curriculum
- Sex education
- Special education needs
- Accessibility
- Race equality
- Collective worship
- Pupil discipline

Records management and personal data policies

- Information security
- Records retention
- Destruction and archive policies
- Data Protection policies

Equality and diversity

(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)

Policies and procedures for the recruitment of staff – details of vacancies should be included

Charging regimes and policies

This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.

**Lists and Registers** – information held in registers required by law and other lists and registers relating to the functions of the Academy

**Information to be published (currently maintained lists and registers only. Some information may only be available for inspection)**

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register
- Any information the Academy is currently legally required to hold in publicly available registers

**The services we offer** – information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

**Information to be published (current information only)**

- Extra-curricular activities
- Out of school clubs
- Academy publications
- Services for which the Academy is entitled to recover a fee, together with those fees
- Leaflets, booklets and newsletters

## **7. Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher (Academy address).

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

Or

**Enquiry/Information Line: 01625 545 700**

**E-Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**